Defiance Public Library Board of Trustees Regular Board Meeting May 26, 2021

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, May 26, 2021, at the Johnson Memorial Library in Hicksville, Ohio; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Chris Korhn called the meeting to order at 4:17 pm. In attendance were Board members: Susan Mack, Ken Boroff, Beth Michel and Laura Connor; Jayne Yoder attended virtually via Zoom meetings. Kenyotta Stantz was absent. Staff members present: Director Cara Potter, CFO Nancy Roehrig and DFO Elaine Talbert. Visitors present: Judy Hasch and Mary Williams

Chris Korhn presented Jayne Yoder with a "Thank-You" card and a gift card from the Library Board as a farewell and thank-you for her seven years of service on the Library Board.

Laura Connor, Susan Mack, and Judy Hasch updated the Library Board on the activities of the Friends of the Defiance Public, Johnson Memorial and Sherwood Branch Libraries, respectively.

The Finance Committee met on May 13, 2021, at 4:00 pm at the Defiance Public Library to review April financials. Committee Chair Ken Boroff, Chris Korhn, CFO Nancy Roehrig and Director Cara Potter were in attendance. Ken Boroff reported the PLF exceeded estimated amounts for May, as did property tax distributions. General Fund revenue was above, and expenses were below budgeted amounts for the month.

Consent Agenda

Susan Mack moved and Laura Connor seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Library Board meeting on April 28, 2021.
- Approval of the April 2021 financial reports as reviewed by the Finance Committee and approval of the payment of bills for May 2021.
- Approval of the Fiscal Officer's Report as presented.

Year-to-Date General Fund Activity through April 2021:

Beginning Balance	\$ 2,372,009.57		
Revenue	+ 842,376.77		
Expenses	- 615,533.55		
Month End Balance	\$ 2,598,852.79		
April PLF	\$ 92,516.23		

- Approval of the Library Operations Report as appended.
- Approval to correct the motion to promote Lora Wood to Circulation Associate to include the pay rate of \$12.82 per hour.
- Approval to correct the motion to hire Victoria Sullivan as a Substitute to include the pay rate of \$9.43 per hour.

Defiance Public Library Board of Trustees Regular Board Meeting May 26, 2021

- Approval of the hiring of Emily Beaver, 20-hour Branch Associate at Johnson Memorial and Sherwood Branch Libraries, at a rate of \$12.82 and start date of May 17, 2021.
- Approval of the hiring of Victoria Schmersal, 20-hour Circulation Assistant at Defiance Public Library, at a pay rate of \$10.63 per hour and a start date of May 7, 2021.
- Approval of the hiring of Rebekah Leach as a Substitute at a pay rate of \$9.43 with a start date to be determined.
- Approval of vacation requested by CFO Nancy Roehrig: May 21 and 24 through 28 July 2 through July 9 and July 30 August 9 through August 13 August 26 through September 1
- Approval of vacation requested by Director Cara Potter May 28 June 1 through 4 July 12 through 16 August 11 through 20
- Approval of the following transfers:

From:	JML	Library Service Supplies	\$75.00
	To:	JML Periodicals	\$75.00
From:	DPL	S Summer Supplies	\$690.00
	To:	PR Services	\$690.00

Motion carried.

Items for Discussion

Laura Connor moved and Beth Michel seconded the motion to accept the resignation of Jayne Yoder from the Library Board effective June 1, 2021. Motion carried.

Beth Michel moved and Susan Mack seconded the motion to appoint Kenyotta Stantz to serve as DPLS Board Secretary until the next election of Board Officers in January 2022. Motion carried.

Ken Boroff moved and Laura Connor seconded the motion to approve the following:

- Acceptance of a gift from the Friends of the Defiance Public Library for \$7,000.00.
- Approval of an increase in General Fund Revenue Unrestricted Contributions, Gifts for \$7,000.00.
- Approval of the following General Fund appropriation increases:
 - DPLFR Adult Programming Services \$400.00
 - DPLFR Youth Programming Services \$665.00
 - DPL Library Service Supplies \$360.00
 - ODPLSFR Programming Supplies\$355.00
 - Consultant Services \$570.00

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Defiance Public Library Board of Trustees Regular Board Meeting May 26, 2021

Youth Services recruitment update: Tyler Burkhart withdrew his acceptance of the full-time Youth Services Associate position because he was unable to find housing in the area.

American Rescue Plan (ARPA) Funds for Libraries: The State Library is using 1 million of ARPA funding to offset the cost of the statewide van delivery. As a result, the library's cargo delivery fee will be reduced by approximately 30% for the period of July 1, 2021, to June 30, 2022.

4:51 pm

Susan Mack moved and Jayne Yoder seconded the motion to enter into Executive Session for the purpose of discussing employment and compensation of public employees, and for discussing the acquisition and sale of property. Roll Call Ayes: Chris Korhn, Susan Mack, Ken Boroff, Beth Michel, Laura Connor and Jayne Yoder. Nays: None. Motion carried.

5:15 pm

Beth Michel moved and Laura Connor seconded the motion to return to regular session. Motion carried.

Laura Connor moved and Susan Mack seconded the motion to approve changes to the Board meeting schedule for 2021. Starting with the June 2021 meeting, the meetings will revert back to the Wednesday schedule that was set at the 2021 Organizational meeting, with the starting time changing to 5:00 pm. Motion carried.

This motion effectively cancels the motion to change the meeting day to Monday that was approved at the April 28, 2021, Board meeting.

The next Regular meeting of the Library Board is scheduled for Wednesday, June 23, 2021, at 5:00 pm at Defiance Public Library.

Laura Connor moved and Jayne Yoder seconded the motion to adjourn the meeting.

Meeting adjourned by Board President Chris Korhn at 5:24 pm.

, President

_____, Secretary